



Erasmus+ Student Traineeship in the UK

EMPLOYER INFORMATION	
Name of organisation	KISS Communications Limited
Address inc post code	Suite 40, Unit 23 Cambridge Science Park, Cambridge CB4 0EY
Telephone	01223911123
E-mail	info@kisscom.co.uk
Website	www.kisscom.co.uk
Number of employees	20 employees
Short description of the company	<p>KISS is built on the philosophy of keeping things simple. Our mission is to surprise our clients with ideas that inspire.</p> <p>We provide strategy, advertising, design, branding, digital, exhibition, public relations and social media services.</p> <p>Our clients include Anglian Water, Bayer CropScience, Bokomo Foods UK, PlastiKote, Booking.com, Johnson Matthey, Bosch, and successful SMEs including IMServ, IXICO, G's, Bidwells, One Nucleus, Horizon Discovery, IMRG, 8 Solutions, PWR+, PraxisUnico, SBRI Healthcare, Real-Status, Intergence, Snap-on Industrial and Cambridge Past, Present & Future.</p> <p>KISS Communications is on the Recommended Agency Register</p>
CONTACT DETAILS	
Contact person for this traineeship	Liz Wainwright
Department and designation / job title	Finance and admin manager at KISS Communications
Direct telephone number	01223911123
E-mail address	liz@kisscom.co.uk
Application Procedure	
Who to apply to (including contact details)	Liz Wainwright liz@kisscom.co.uk
Deadline for applications	31 st of May 2014

Application process	The application process will consist of one phone interview and a second one by Skype.
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Please provide as much information on the placement as possible – too much information is better than not enough!

PLACEMENT INFORMATION	
Department / Function	Creative studio / Junior Designer
Description of activities	<p>To support the day-to-day operation of company communication projects. The Junior Designer will work on different accounts across various sectors; supporting the Senior Designer in developing the creative projects ensuring that this is all completed on time.</p> <p>Main tasks:</p> <ul style="list-style-type: none"> • Meeting account managers to discuss the business objectives and requirements of the job. • Interpreting the client's business needs and developing a concept to suit their purpose. • Estimating the time required to complete the work. • Thinking creatively to produce new ideas and concepts. • Using innovation to redefine a design brief within the constraints of cost and time. • Presenting finalised ideas and concepts to clients or account managers. • Working with a wide range of media, including photography and computer-aided design (CAD). • Proofreading to produce accurate and high-quality work. • Contributing ideas and design artwork to the overall brief. • Demonstrating illustrative skills with rough sketches. • Working on layouts and artworking pages ready for print. • Developing interactive design. • Commissioning illustrators and photographers • Working as part of a team with printers, copywriters, photographers, stylists, illustrators, other designers, account executives, web developers and marketing specialists.
Location	Cambridge, UK
Start Date	1st of July 2014 earlier if possible
Duration	For 3 – 6 months
Working hours per week	37.5

Accommodation (please select)	<input type="checkbox"/> Accommodation will be provided <input type="checkbox"/> We can assist with finding accommodation <input checked="" type="checkbox"/> Student to make own arrangements
Details of financial and “in kind” support to be provided	Depending upon the funding provided to the successful candidate, we may consider topping this up to help with food and travel costs.

COMPETENCES, SKILLS and EXPERIENCE REQUIREMENTS

Languages and level of competence required	English (B2 is the required minimum level) French (native)
Computer skills and level of skills required	<ul style="list-style-type: none"> • Photoshop • Illustrator • InDesign • Power Point
Drivers license	Required
Other	<ul style="list-style-type: none"> • Professionalism • Attention to detail • Ability to prioritise • Organisation • Teamwork • Autonomy • Computer skills • Creativity

INFORMATION PROVIDED BY

Name	Liz Wainwright
Department / Function	Finance and admin manager
E-mail address	liz@kisscom.co.uk
Phone number(s)	01223911123
Date	01 /05 /2014